

SECRETARIAT OFFICE MANUAL SERIES

PRINTING



ముద్రణాలయం

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PRINTING

**Edition No.1
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1 PRINTING

1.1 Where to print

- (1) The printing and binding works of all Departments of the Secretariat are done at the Government Printing Press.
- (2) Director Printing and Stationery shall deliver the required number of copies within 15 days.
- (3) Printing may also be done at private printers if need arises by following extract procedure.

1.2 When to print

- (1) If it is cheaper to photo copy, don't print.
- (2) Print when copies needed are more than 500 or when specialised printing is required.

1.3 What to print

- (1) Print orders only in the following cases.
 - (i) Important cases.
 - (ii) Orders establishing important precedents or containing general instructions or rulings.
 - (iii) Papers likely to be required frequently for reference in more than one department in the future.
 - (iv) Orders of general application necessitating circulation to a large number of officers.

1.4 Who to print

- (1) Secretariat departments shall print the papers needed for them after assessing the copies needed.
- (2) Revise the number of copies annually based on the list of addressees.

1.5 Who will authorise printing

- (1) Only an AS or above can authorise printing with a certification that the copies ordered are not in excess.
- (2) SOs should submit orders to print for the initials of the AS of the department concerned and should note in the Press slip given below the number of copies to be printed.

Press slip
<input type="checkbox"/> Ordinary <input type="checkbox"/> Urgent <input type="checkbox"/> Special
Department:
Current No. , dated
G.O. No. , dated
Number of Manuscript pages sent:
Brief subject:

- (3) Limit the number of copies to the requirement.
- (4) For Orders not involving financial implications, enclose specimen signature of SO of the Department.
- (5) For Orders conveying financial sanction, enclose specimen signature of the AS.

1.6 Definitions

'Record set' means the papers which are printed along with all the correspondence i.e. the designation of all the authorities to whom circular letters are addressed by Government and the lists of papers read in such communications. These papers will contain "For Record Only" in bold type on first page.

'Issue set' means the papers which are printed for communication outside the Secretariat.

2 PREPARING PAPERS FOR PRINT

2.1 General

- (1) Prepare manu-scripts for the press which will be accompanied by a press slip duly filled and also abstracts of Government Orders or letters read, if any, in the proceedings.
- (2) Remove all papers which are not intended to be printed.
- (3) Maintain the date on which papers are sent to the Press for printing.
- (4) Section should initial the press slip after satisfying that the papers have been properly edited and arranged and that all ephemeral matter has been deleted.
- (5) OP/ Tappal Section should send all papers for printing at the Government Printing Press to their email address.

2.2 Instructions to press - press slip

- (1) SO should send every paper or corrected proof for printing accompanied by a Press Slip under his signature with instructions printed on it.
- (2) Press should return the Press Slip along with the proofs or revised proofs.
- (3) Section should note clear instructions stating what papers are to be printed, whether each is to be printed in full, in abstract or headings only, in what order they are to appear and whether proofs are required, on the manuscript when it is first sent to the Press.
- (4) Section should give information as to the number of copies required for signature or copies for placing at the disposal of the Press, or spare copies and of copies of issue and record sets.
- (5) Section should state on the indent when a work is first sent to the Press whether copies will be required for any other purposes, and if the Press is for reasons stated asked to keep the type standing, the type will, if it can be spared, be kept for two months, but not longer.

2.3 Number of copies for issue sets/ record sets

- (1) For ‘issue set’ indenting officer should determine the number of copies with reference to the following.
 - (i) number of addressees;

- (ii) availability to the public;
 - (iii) spare copies to be sent to certain addressees; and
 - (iv) demand that is likely to be made by the Secretariat departments and subordinate offices for spare copies.
- (2) For ‘record set’ limit the number of copies of proceedings to seven copies in the case of non-confidential Government Orders and four copies in the case of confidential Government Orders.
- (3) In the case of special sets of Government Orders placed at the disposal of the Press, the number of copies should be limited to four as shown in the first page of the press slip.

2.4 Check list prior to sending papers for printing

- Government Press is alerted in advance of urgent work
- Spellings are uniform as in all Government publications.
- Large blanks in tabular statements don’t exist.
- Indices and list of contents are printed in narrow non-tabular form.
- Proceedings of another department are not re-printed in full in the papers.
- Number and date of the proceedings are quoted at the top.
- Text which is not original is not reproduced. Ex. Text from references of head of the department, rules or provisions of Act etc.
- Colour is not used unnecessarily. Instead bold type, caps, italics etc. are used effectively.

2.5 Editing matter for the Press

- (1) Before correspondence or notes are sent to the Press, edit manuscript matter carefully and completely with names, paragraph numbers, notes and other references inserted exactly as required in the final copies.
- (2) When a memorandum is to be printed in a Government Order, enter the name and designation of the Officer who passed. Delete all matter that is not absolutely necessary for permanent record. Omit routine notes, short notes which do not contain discussions of important points or principles and all matter of ephemeral interest such as reminders, inquires seeking information on matters of minor importance, etc.

- (3) In case of doubt consult the AS/MLO.
- (4) Don't print correspondence of an intermediate nature and of a permanent value such as reminders and answers to reminder.
- (5) Edit and reduce the printing of correspondence read in Government Order.

2.6 Method of printing orders

- (1) Press has its own rules regarding the fonts, spacing, size and quality of paper etc.
- (2) In the case of proceedings, print the abstract immediately after the number and date of the proceedings.
- (3) When a judgment forms as enclosure to a paper to be printed, take the orders of the Assistant Secretary as to whether it should be printed or not. (When the judgment is urgently needed for other purposes before it can be printed, or has to be returned in original to the office from which it is received make a copy in the office.)
- (4) Print the enclosures and appendices to Government orders immediately after the order and not on a separate sheet.
- (5) Print enclosures always in small type immediately below the read paper to which they relate. When there is more than one main enclosure to a read paper print it in chronological order. Print an enclosure to an enclosure after the latter.
- (6) In some cases, e.g., when only a portion of a proceedings is communicated to another office, send such portion in manuscript or an extract in print as the case may require.
- (7) In such cases, print the complete proceedings for record, the list of addresses at the end of it being so printed as to contain entries indicating clearly what portion of it was actually communicated to each addressee. Distinguish such copies of the proceedings by words "For record only" on it.
- (8) Print proceedings and letters following them separately and include in the proceedings volume and in the record bundles in the form in which they are printed for issue.
- (9) With the aid of the abstract given in the order, the Press prints a brown docket form which is added by it to the originals of proceedings and letters sent to it. Reproduce this docket in the printed copies of proceedings but not of letters which are not proceeded by any correspondence. Begin the communications or order immediately after the docket and there shall be no separate docket sheets.

2.7 Despatch of orders on printed reports

- (1) In the case of an order on a printed report which has not been reprinted in full in the proceedings, obtain from the Press sufficient number of copies of the report for despatch to the addresses.
- (2) Mark on manuscript proceedings printed in a subsequent proceedings “Printed in G.O. No.....Department, dated
- (3) Mark the words “Since printed” on the docket of proceedings which are subsequently printed.

3 PROOFS

3.1 General

- (1) Officer who ordered printing should approve Proofs.
- (2) Always treat Proof as urgent.
- (3) Press corrects the Proofs and doesn't send to the Secretariat unless they are specially asked for or unless the Press requires information on doubtful points.
- (4) Proofs of matter already in print are usually not required.
- (5) One copy of proof is sufficient ordinarily.
- (6) This standard prescribes two sets of symbols to be used in correcting proofs, one in the margin and the other at the place in the text where the correction is to be made.
- (7) It also tells you how to prepare a copy for the printer.

3.2 Proof correction

- (1) Don't do excessive author's corrections in proofs.
- (2) Mark the corrections strictly in accordance with the list of proof-reader's signs and instructions given in the Appendix A.
- (3) When the same matter is corrected by more than one person transfer the changes made neatly and correctly to one proof so that only one is returned to the Press.
- (4) If proofs are recalled from the Press, make the additional corrections in ink of a different colour to prevent mistakes.
- (5) Never correct Proofs in pencil.
- (6) Return Proofs for correction promptly.
- (7) The Director of Printing and Stationery should send a first reminder after two weeks, a second reminder after four weeks and a third reminder after six weeks from the date of despatch of proofs by his office, if the proofs are not returned to the Press after correction. He will report the matter to the Secretary to the Department concerned if the proofs are not returned to him even after eight weeks.
- (8) Give all corrections only in the margin.

- (9) Give the correction in the margin opposite to the line to which it belongs.
- (10) If a correction cannot be accommodated opposite to the line in the margin, and has therefore, to be given elsewhere, indicate the line to which it belongs.
- (11) In the text, use appropriate symbol to indicate the place of correction.
- (12) When two or more corrections occur in one line, divide the corrections suitably between the left and right margins, the sequence being always from left to right, irrespective of the margin in which they appear.
- (13) Author's Corrections: Avoid as far as possible.
- (14) Where author's corrections are indispensable, make them in such a way that a minimum amount of extra work at the press is involved.

3.3 Type

- (1) Unless overall instructions for the use of different kinds of type have been given to the press, indicate the kind of type required in different places in the manuscript in accordance with the suggestions given here.
- (2) Underline the words to be printed in capitals by three lines, in small capitals by two lines, in italics by single line and in bold type by a wavy line.
- (3) Encircle words and word-groups to be printed in caps and small caps and give the appropriate symbols against them in the margin.

3.4 Symbols

- (1) Symbols in proof corrections, both in the margin and in the text, shall be used as specified and illustrated in the Appendix A.
- (2) For convenience of reference, the proof correction symbols are grouped under the following successive headings.
 - (A) General
 - (B) Punctuation
 - (C) Spacing
 - (D) Alignment
 - (E) Type

3.5 Checking

- (1) Verify the proof corrections carried out by the press in the printed copy, correction by correction, as indicated in the margins of the corrected proofs.
- (2) In the case of matter composed by lino-type, check the whole line in which a correction has been made.
- (3) In the case of insertions and deletions since it is possible that a number of composed lines or even a whole paragraph may be affected, care should be taken to determine the affected lines or paragraph and to check the entire affected matter afresh. This will eliminate the possibility of new errors creeping in as a result of remaking of composed matters.

3.6 How to prepare copy for the printer

3.6.1 Manuscript

- (1) Print the manuscript on one side of paper in double spacing. In unavoidable circumstances, hand write, but in a perfectly legible hand and on one side of paper only.
- (2) Make the manuscript of sheets of uniform size leaving a margin of not less than 3 cm on the left-hand side.
- (3) Number the pages consecutively, and securely fasten together at the left-hand top corner.
- (4) If, after the sheets have been numbered, it becomes necessary to delete a passage extending over a whole sheet of manuscript, clearly mark the passage through and leave the sheet in place.
- (5) Revise the manuscript carefully, and make all corrections in the copy, not in the margin, but in the text in ink, scoring out all rejected matter. If, as a result of revision extensive alterations have to be made re-type the paragraph or pages concerned and check again. The manuscript as sent to the printer should represent the final version of the text.
- (6) Consider alteration before sending manuscript to press and not at the time of proof reading.
- (7) Subject the typescripts before sending them to press to two entirely different kinds of checking operations.

- (i) First check: Read, re-read and if necessary, amend until satisfied that the meaning has been conveyed as they wish it to be.
 - (ii) Second check: Eliminate any inconsistency in style punctuation, capitalization or spelling.
- (8) Notwithstanding anything contained here, when a printed copy is sent to the press as original, make the corrections in the margin, the margin being extended by pasting strips of paper on to it.

3.6.2 Material other than running matter

- (1) Place each diagram, illustration map and table except informal table, on separate sheet.
- (2) The processes available for reproduction of diagrams, illustration, maps etc., are so varied that the author should consult the publisher or printer on this matter.

3.6.3 Footnotes

- (1) Avoid footnotes as far as possible.
- (2) When used, don't place them at the foot of the sheet, but immediately under the line to which they refer.
- (3) Separate the footnote from the text by two horizontal lines drawn across the sheet, one above and the other below the footnote.
- (4) To meet the convenience of printers and to save time in seeing the manuscript through, copy all the footnotes out on separate sheets in the same sequence as in the manuscript and with appropriate references to their positions in the text.

4 GAZETTE NOTIFICATIONS

4.1 General

- (1) Section should despatch all notifications for publication in the Gazette through the O.P./Tappal Section of the respective Department.
- (2) Press itself generally checks the proofs.
- (3) In cases where they have to be checked in the Secretariat, the Press will send them in one batch direct to the section concerned.
- (4) When, any proof has been received by the O.P./Tappal Section that Section should send it immediately to the section concerned.
- (5) Sections should keep open the connected file till the date of publication of the notification and close the file only after noting therein the number and date of the notification, page number, section, Part and date of the Gazette in which such notification has appeared.
- (6) Press has to publish ordinary gazette in 7 days.
- (7) If the notification is not published within two weeks from the date of its despatch, section should remind the Works Manager, Government Press.

4.2 Time for the receipt of copy and proofs for the Press

- (1) Time for sending notification to press : 24 Hours
Time for giving of proof by press : 24 Hours
Time for return of proof to press : 24 Hours
- (2) Director of Printing and Stationery is authorized to withhold till the next issue, matter for the Gazette which does not reach the Press in accordance with these instructions.

4.3 Gazette Extraordinary

- (1) Secretary of the department should sanction issue of Gazette Extraordinary except in the case of notifications issued over the signature of the Chief Secretary or notifications issued on occasions of special importance such as declaration of War, the conclusion of a Peace, the assumption of charge by a Governor, the appointing of Ministers.

- (2) Publish notifications received in the Government Press before 12 noon on the same day.
- (3) Publish notifications received after 12 noon bearing the next day's date.

5 MISCELLANEOUS

5.1 Binding

- (1) SOs of sections should carefully and strictly observe the rules in the Printing Manual regarding the binding of publications and not treat them as a routine matter.

5.2 Printing forms, covers, etc

- (1) Don't ask the Press to print forms, covers, etc., which are not on the standardized list without the express orders of Government.

5.3 Check on arrears

- (1) For check on arrears and delays in printing and proof correction.

Appendix A

A.1 Proof Symbols

Instruction	In the text	In the margin
A. GENERAL		
1. Substitute word	— through the word to be altered	/ preceded by word to be substituted
	/ through the letter to be altered	/ preceded by the letter to be substituted
2. Delete	/ through the letter or through the word to be deleted	
3. Insert new matter	 in required position	 preceded by matter to be inserted
4. Leave as printed under letters or words to remain
5. Invert type	Encircle letters to be inverted	
6. Replace broken letter	Encircle letters to be altered	
7. Transpose the order of letters or words	 between letters or words	
8. Spell the abbreviation or figure in full	Encircle words or figures to be spelt out in full	
9. Insert omitted portion of copy	 In required position	
Note: The relevant section of the copy should be returned with the proof, the omitted portion being clearly indicated.		
10. Refer to appropriate authority the encircled item, the accuracy or suitability of which is doubted.	encircle words, lines, etc., affected	
11. Symbol to separate different correction in the same line in the margin.	no symbol in the text	/

Instruction	In the text	In the margin
A. GENERAL		
1. Substitute word	— through the word to be altered	/ preceded by word to be substituted
	/ through the letter to be altered	/ preceded by the letter to be substituted
2. Delete	/ through the letter or through the word to be deleted	
3. Insert new matter	 in required position	 preceded by matter to be inserted
4. Leave as printed under letters or words to remain
5. Invert type	Encircle letters to be inverted	
6. Replace broken letter	Encircle letters to be altered	
7. Transpose the order of letters or words	 between letters or words	
8. Spell the abbreviation or figure in full	Encircle words or figures to be spelt out in full	
9. Insert omitted portion of copy	 In required position	
Note: The relevant section of the copy should be returned with the proof, the omitted portion being clearly indicated.		
10. Refer to appropriate authority the encircled item, the accuracy or suitability of which is doubted.	encircle words, lines, etc., affected	
11. Symbol to separate different correction in the same line in the margin.	no symbol in the text	/

B. PUNCTUATION

- | | | |
|----------------------------------|----------------------------|-------|
| 12. Insert full stop | ↖ in required position | ⓧ↖ |
| 13. Insert colon | ↖ in required position | ⌚↖ |
| 14. Insert apostrophe | ↖ in required position | ՚↖ |
| 15. Insert single quotation mark | ↖ in required position | “՚” ↖ |
| 16. Insert double quotation mark | ↖ in required position | “” ↖ |
| 17. Insert a 3-dot leader | ↖ in required position | „„↖ |
| 18. Insert ellipsis | ↖ in required position | …↖ |
| 19. Insert slant stroke | ↖ in required position | ⓧ↖ |
| 20. Insert hyphen | ↖ in required position | /-↖ |
| 21. Insert half em rule | ↖ in required position | ½↖ |
| 22. Insert one em rule | ↖ in required position | ¹↖ |
| 23. Insert two em rule | ↖ in required position | ²↖ |
| 24. Under line word or words | — under words affected | __ |
| 25. Insert a line | draw a line where required | օ |

C. SPACING

26. Insert space

Λ in required position

#Λ

27. Delete and leave space

/ across letter or sign to be deleted

Σ /

28. Make space equal

L between words

=

29. Reduce space between words

L between words

<

30. Close up; delete space between letters

⊖ linking letters

⊖

31. Space and closeup

/ where space is required and on letters to be linked ⊖

⊖

32. Closed up and space

⊖ on letters to be linked and where space is required /

⊖ #

33. Delete and close up

I across letters to be taken out

I

34. Use ligature (e.g. ft)

⊖ enclosing letters to be altered

⊖ enclosing ligature required

35. Use diphthong (e.g. oe) instead of separate letters

⊖ enclosing letters to be altered

⊖ enclosing diphthong required

36. Increase space between lines or paragraphs

a rule between lines

>

37. Push down space

encircle space affected

L

D. ALIGNMENT

38. Correct vertical alignment

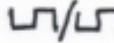
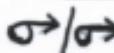
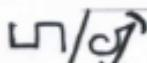
// on either side of the affected lines, as the need may be

//

39. Straighten lines  through lines to be straightened 
40. Raise lines  over lines to be raised 
41. Raise up to show it separate from existing matter  around the portion to be raised up 
42. Lower lines  under lines to be lowered 
43. Lower down to show it separate from existing matter  around the portion to be lowered down 
44. Place in centre of lines  indicating position on both sides 
45. Indent one em  around matter to be indented 
46. Indent two ems  around matter to be indented 
47. Move lines to the right  at left side of group to be moved 
48. Move lines to the left  at right side of group to be moved 
49. Take letter or word from end of one line to the beginning of the following line.  in required position 
50. Take letter or word from beginning of a line to the end of the preceding line  in required position 
51. Begin a new paragraph  before the first word of new paragraph 
52. Combine the paragraphs  between the paragraphs 

53. Move portion of matter	<input type="checkbox"/>	at limits of required position	<input type="checkbox"/>
so that it comes within the position indicated			
E. TYPE			
54. Change to capitals	<input type="checkbox"/>	under words or letters to be altered	
55. Change to small capitals	<input type="checkbox"/>	under words or letters to be altered	
56. Use capitals for initial letters and small capitals for the remaining letters		Encircle the word or word-group to be altered	
57. Change to lower case		Encircle letters to be altered	
58. Change to bold face	<input type="checkbox"/>	under letters or words to be altered	
59. Change to italics	<input type="checkbox"/>	under letters or words to be altered	
60. Change to roman type	<input type="checkbox"/>	Encircle letters or words to be altered	
61. Wrong font replace by letters of correct fount		Encircle letters to be changed	
62. Change to small type		Vertical line on the left along the text	
63. Change to bigger type		Vertical line on the left along the text	

A.2 Proof Examples

Text as marked for correction	Text as corrected
A. GENERAL	
This is the example in this table.	This is the first example in this table.
The press proofs of these documents have received and corrected	The press proofs of these documents have been received and corrected.
 This letter should not be deleted	This letter should be deleted.
This is an example for new insertion of matter	This is an example for insertion of new matter
..... A wrong correction is put right by placing under the word which has been incorrectly struck through	A wrong correction is put right by placing dots under the word which has been incorrectly struck through.
 An inverted type is encircled so that it may be inverted back to its correct position	An inverted type is encircled so that it may be inverted back to its correct position.
 Broken letters are encircled and the relevant sign given in the margin	Broken letters are encircled and the relevant sign in the margin.
 Letters or words out of order indicated by a transposing sign, which shows the correct sequence.	Letters or words out of order are indicated by a transposing sign, which shows the correct sequence.
 Figures and abbreviations, such as 100 and Oct, which require to be spelt out in full are encircled.	Figures and abbreviations, such as hundred and October, which require to be spelt out in full are encircled.
 The modern form of the book was originally called  because of the blocks of wood which were used as their protecting covers.	The modern form of the book was originally called 'Codex.' It was so called because of the blocks of wood which were used as their protecting covers.
 You will read more words per minute with more comprehension when you enlarge your span of recognition, your fixations and reduce regressions.	You will read more words per minute with more comprehension when you enlarge your span of recognition decrease your fixations and reduce regressions.
 Indian standards are prepared meet specific needs.	Indian standards are prepared to meet specific needs.

B. PUNCTUATION

	The vast majority of sentences are statements made about a subject, and a fullstop is then the appropriate stop in the text and in the margin is be instead of	The vast majority of sentences are statements made about a subject and a full stop is then the appropriate stop.
	Be strong and of good courage be not afraid, neither dismayed.	Be strong and of good Courage be not afraid, neither dismayed.
	It is in the authors interest to be acquainted with proof correction symbols	It is in the author's interest to be acquainted with proof correction symbols.
	A printer's devil sometimes surprises even the best of workers.	A, 'printer's devil 'sometimes' surprises even the best of workers.
	It is said Prevention is better than cure.	It is said, " Prevention is better than cure".
	Common wealth conference meets in Amaravati 55 Extracts from Report of Commonwealth conference 60	Common wealth conference meets in Amaravati 55 Extracts from Report of Commonwealth conference 60
	The Chairman said, "The Responsibility of the Committee is likely to grow the future meetings we are going to have We have, of course, besides the Certification Marks Scheme of ISI, already a number of quality marking scheme organized by State Governments."	The Chairman said, " The Responsibility of the Committee is likely to grow with the future meeting we are going have ... We have of course, besides the certificaiton Marks of quality marking schemes organized by State Government."
	Please refer to your letter No.Pub-Doc 57, dated 18 June 2017.	Please refer to your letter No.Pub.doc/57, dated 18 June 2017.
	Please insert hyphen in the word 'make up'.	Please insert hyphen in the word ' make-up'.
	For general proof correction symbols, see items 1 12.	For general proof correction symbols, see itms 1-12.
	I taught him a lesson a good lesson.	I taught him a lesson - a good lesson.
	A rule is inserted under words to be underlined.	A rule is <u>inserted under</u> words to be underlined.
	GOVERNOR'S	ADDRESS*
	* Delivered at Assembly on 28 March, 2017.	* Delivered at Assembly on 28 March, 2017.

C. SPACING

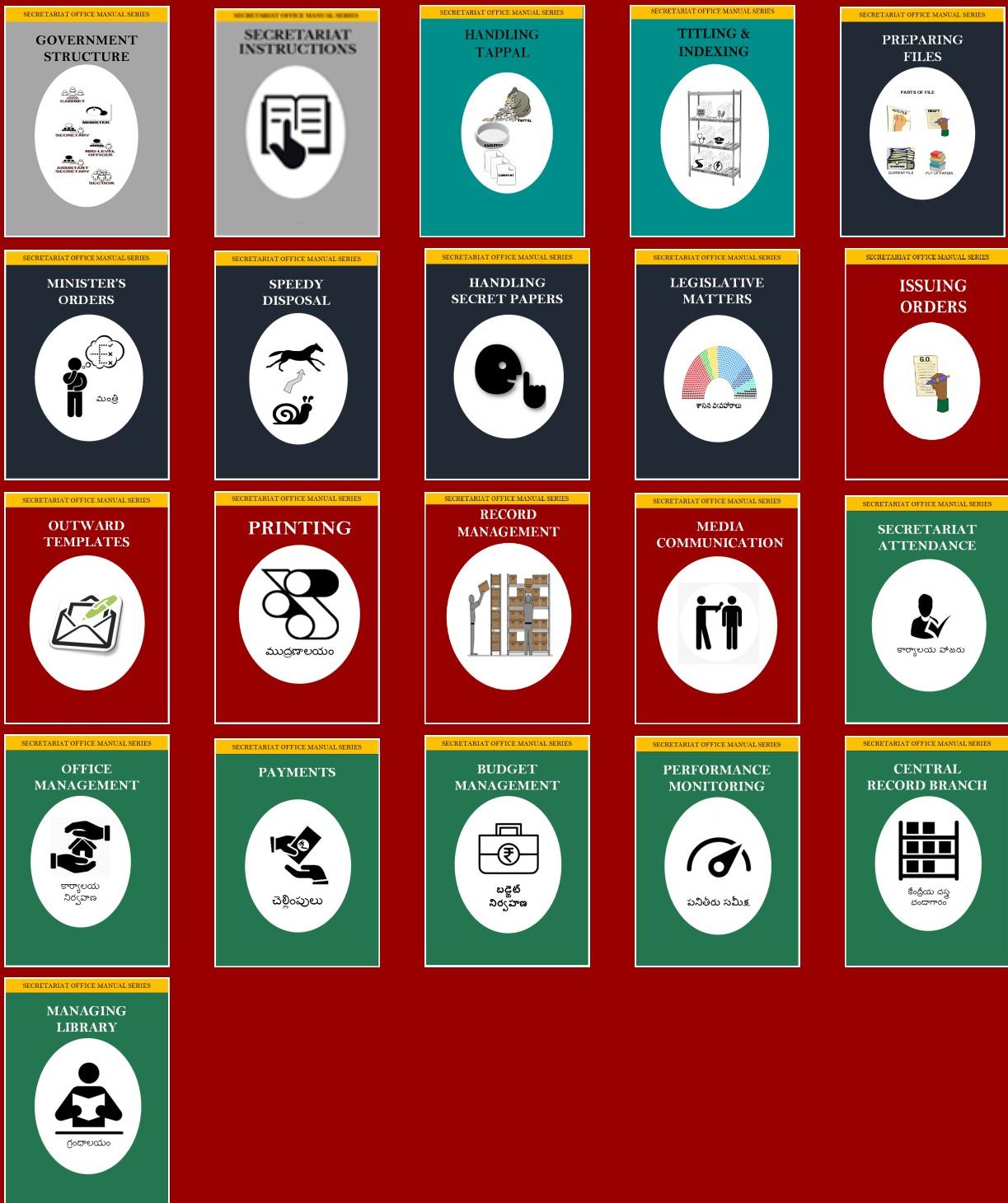
	Space required in the text is indicated by sign given in the margin.	Space required in the text is indicated by sign given in the margin.
	Complete changeover to metric system is expected to be achieved within ten years.	Complete change over to metric system is expected to be achieved within ten years.
	When space between words is unequal, the correction is indicated as shown here.	When space between words is unequal, the correction is indicated as shown here.
	To reduce space between words, the sign is used in the margin.	To reduce space between words, the sign (#<) is used in the margin
	Un wanted space is irritating	Unwanted space is irritating
	The type face of the entry elemet in the name of each person shall be the most dominant.	The type face of the entry element in the name of each person shall be the most dominant.
	Sir ,I have found you an argument buit I am not obliged to find you an understanding.	Sir, I have found you an argument; but I am not obliged to find you an understanding
	Ligature should be used in a word like flat.	ligature should be used in a word like flat.
	It requires great skill to manoeuvre a car into a garage from a narrow street.	It requires great skill to manoeuvre a car into a garage form a narrow street.
	Space is introduced between lines or paragraphs,if the proofs are corrected like this	Space is introduced between lines or paragraphs, if the proofs are corrected like this

D. ALIGNMENT

	When the lines are not vertically aligned, two vertical lines are marked in the proof on the affected side of these lines, as shown in the example.	When the lines are not vertically aligned two vertical lines are marked in the proof on the affected side of these lines, as shown in the example.
	Two parallel lines are Put through the lines which are not straight.	Two parallel lines are Put through the lines which are not straight.
	When lines are to be raised up, the fact is indicated by the sign as given in the margin.	When lines are to be raised up, the fact is indicated by the sign as given in the margin.
	Where A = volume in ml of standard potassium hydroxide solution.	Where A = volume in ml of standard potassium hydroxide solution.
	When lines are to be lowered, the fact is indicated by the sign as given in the margin	When lines are to be lowered, the fact is indicated by the sign as given in the margin.

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The following is the style of indenting.	
 <p>Indicate by specific proof correction symbol that these lines are to be indented by one em only.</p>	 <p>Indicate by the specific proof corrections symbol that these lines are to be indented by one em only.</p>
 <p>When the lines are to be moved to the right hand side, it is indicated as in the margin</p>	 <p>When the lines are to be moved to the right hand side, it is indicated as in the margin</p>
 <p>When the lines are to be moved to the left-hand side, it is indicated as in the margin</p>	 <p>When the lines are to be moved to the left-hand side, it is indicated as in the margin</p>
 <p>Please take over letter or word from end of this line to the next line of this example</p>	 <p>Please take over letter or word from end of this line to the next line of this example</p>
 <p>Please take back the letter or word of the second line of this example to the first line.</p>	 <p>Please take back the letters or word of the second line of this example to the first line.</p>
 <p>Use the symbol given in the margin to indicate the beginning of a new paragraph. After dealing with two more symbols, we shall give proof correction symbols for the category 'Type'.</p>	 <p>Use the symbol given in the margin to indicate the beginning of a new paragraph. After dealing with two more symbols, we shall give proof correction symbols for the category 'Type'.</p>
 <p>To be an effective user of your language, you must have facts. Your haziest impressions and opinions have some relation to facts, even if they are incorrectly recollected or interpreted.</p>	 <p>To be an effective user of your language you must have facts. Your haziest Impressions and opinions have some relation to facts, even if they are incorrectly recollected or interpreted.</p>
 <p>MEMOS, JUNE 2017.</p>	 <p>ENGAGEMENTS JUNE 2017.</p>
E. TYPE	
 <p>When an author places three lines under a word and puts down the appropriate symbol in the margin, the press knows that the author desires the word thus underlined to be printed in capitals.</p>	 <p>When an author places three lines under a word and puts down the appropriate symbol in the margin the press knows that the author desires the word thus underlined to be printed in CAPITALS.</p>
 <p>Words which are twice underlined are printed in Small Capitals.</p>	 <p>Words which are twice underlined are printed in SMALL CAPITALS.</p>

	Please print the names of all Committee members including the Chairman, Dr.S.R.Ranga Rao, in capitals and small capitals. The Chairman's name will then read in the printed copy as DR. S. R. RANGA RAO	please print the names of all Committee members including the Chairman, Dr.S.R.Ranga Rao, in capitals and small capitals. The Chairman's name will then read in the printed copy as DR. S. R. RANGA RAO
	Lower RCASe types are indicated by encircling the letter to be altered.	Lower case types are indicated by encircling the letters to be altered.
	Bold types are indicated by putting a wavy line under letters or words to be altered.	Bold types are indicated by putting a wavy line under letters or words to be altered.
	Words or letters which are to be changed to Roman type are encircled.	Words or letters which are to be changed to Roman type are encircled.
	Such letters or words as are set in wrong font are to be encircled so that the compositor can replace them by letters of correct font.	Such letters or words as are set in wrong font are to be encircled so that the compositor can replace them by letters of correct font.
	VOGEL, A.L.Practical Organic Chemistry. P. 1061. Longman Green & Co., London. 1956.	VOGEL, A.L.Practical Organic Chemistry. P. 1061 Longman Green &Co..London. 1956.
	ZUTSHI, N. L. & RAVI, P. Journal of Public Adminitration.	ZUTSHI, N. L. & RAVI, P. Journal of Public Adminitration.



- Introductory
- Inward
- Outward
- Decision Making
- Office procedure

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